

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

I. Details of the Institution

1.1 Name of the Institution	DAV Centenary College
1.2 Address Line 1	NH-3
Address Line 2	NIT
City/Town	Faridabad
State	Haryana
Pin Code	121001
Institution e-mail address	info@davccfbd.com
Contact Nos.	0129-2415044
Name of the Head of the Institution:	Dr. Satish Ahuja
Tel. No. with STD Code:	0129-2415044
Mobile:	09810249990

Name of the IQAC Co-ordinator:

Sh. Arun Kumar Bhagat

Mobile:

09811960696

IQAC e-mail address:

arun.bhagat05@yahoo.in
info@davccfbd.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

HRCOGN 10296

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/10/A&A/119.2(DT: 15.11.2015)

1.5 Website address:

www.davccfbd.com

Web-link of the AQAR:

<http://www.davccfbd.com/aqar2014-15.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70.75	2003	5 Years
2	2 nd Cycle	A	3.11	2015	5 Years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

16.02.2005

1.8 AQAR for the year (for example 2010-11)

2014-15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ (DD/MM/YYYY)⁴
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☒

Others (Specify)

Computer Science

1.12 Name of the Affiliating University (for the Colleges)

M.D.University, Rohtak

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc (**N.A.**)

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

05

2.3 No. of students

03

2.4 No. of Management representatives

02

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

24

2.10 No. of IQAC meetings held

02

2.11 No. of meetings with various stakeholders:

No.

04

Faculty

03

Non-Teaching Staff Students

01

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

☐

No

☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

01

International

National

State

Institution Level

01

(ii) Themes

Teaching Quality

2.14 Significant Activities and contributions made by IQAC

The IQAC hold regular meetings with all the stake holders as well as the meetings of the entire IQAC. Plans of action from the perspective of Quality assurance are prepared after serious deliberations and all the stakeholders motivated to go all out to achieve the targets set therein. As for outcomes, the college IQAC has given excellent results as the college has achieved through the years almost hundred percent of what the IQAC set out to do at the beginning of the year. To take an example the fee structure in respect of every course is deliberated upon and duly approved by the IQAC before being implemented.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year as given below:

Plan of Action (as per suggestion in IQAC Meeting):

1	The College should make efforts to organize at least 2 International Academic Conferences during the year.
2	The work of preparing the Re-Accreditation Report as well as Departmental Evaluative Reports for the purpose of the re-assessment of the college by NAAC should be undertaken in real earnest.
3	Extra classes should be conducted for meritorious students as well as for slow learners.
4	The EMA Department of the College should make earnest preparations for taking part in the Folk Festival to be organized by M.D. University.
5	Similar efforts should be made for participation in the Open Youth Festival.
6	Efforts should be made by the College Faculty to publish more quality research papers.
7	Similar efforts should be made to attend and present research papers in National & International Conferences/Seminars.
8	Steps should be taken to organize Parent Teacher Meets in different departments.
9	Important feedback should be taken both from students and parents.
10	At least one University Level Sports Championship should be organized by the college during the year.
11	The different departments should make efforts to organize inter college debate/declamation/presentation/poster making/slogan writing competitions.
12	The Legal Literacy Cell of the college should be proactive in the matter of participating in the Legal Literacy Programmes organized at different levels.
13	Steps should be taken to install more white boards in place of old black boards in class rooms.
14	Computer labs should be upgraded by installing latest version computers.
15	The College Faculty should prepare a proposal for offering consultancy in training and development for ensuring its own growth and usefulness as well as for earning revenue for the college.
16	The AQAR for the year 2013-14 should be sent to the management for their approval.
17	At least two blood donation camps should be organized in the college during the year.
18	Steps should be taken to organize a District Level Youth Red Cross Camp in the college.
19	Efforts should be made by the college to render effective community service.

Achievements:

1	The IQAC was happy to note that 2 UGC sponsored International Conferences were organized during the year, one by the Department of Commerce and the other by the Department of Marketing.
2	The IQAC noted with satisfaction that the RAR & the Departmental Evaluative Reports for the purpose for reassessment and re-accreditation by NAAC had not only been prepared but also uploaded on the college website as per the requirement of NAAC.
3	The IQAC was happy to note that extra classes for meritorious students as well as slow learners were organized by almost all the departments during the year.
4	The EMA students not only participated in the Folk Fest organized by M.D. University, Rohtak, but also won as many as 8 prizes along with a cash prize of Rs. 18,000/- .
5	The EMA students also participated in the Open Youth Festivals at District, State & National Level and the College Play bagged the third prize including a cash prize of Rs. 48,000/- given by the Haryana Government and that of Rs. 12,000/- given by the Government of India at the National Fest held at Guwahati.
6	The IQAC was happy to note that a good number of research papers written by the college faculty were published in edited books as well as in quality journals.
7	In pursuance of the IQAC suggestion, many teachers presented quality research paper in national and international conferences/seminars throughout India. It is also a matter of happiness that Principal Dr. Satish Ahuja and Dr. (Ms.) Archana Bhatia also participated in conferences as resource persons during the year.
8	As many as 3 departments, namely those of Commerce, Business Administration and Computer, organized Parent Teacher Meets during the year
9	The Commerce & BBA Department collected feedback from the students and their parents regarding issues like curriculum, discipline and the quality of instruction.
10	The Sports Department organized a University Championship Event in Archery during the year.
11	The IQAC was happy to note that the Departments of Economics, English, Computer, BBA & Science organized well attended Inter College Contests during the year for the benefit and greater exposure of our students.
12	The Legal Literacy Cell very actively participated in the Legal Literacy events organized at the District, Inter District, Division and State Level and our students won a string of prizes therein.
13	In keeping with the IQAC suggestion, as many as 12 white boards were installed in different class rooms by way of replacing conventional black boards.

14	Again, in keeping with the IQAC suggestion, as many as 60 latest version computers were purchased and installed in different departments during the year.
15	In pursuance of the IQAC suggestion, the college has prepared a proposal for providing consultancy services to different schools, colleges as well as to industry and various telephonic requests received in this regard are being considered.
16	The AQAR for the year 2013-14 has been prepared by the College IQAC and approved by the Management.
17	Two Blood Donation Camps were organized in the college where a total of 250 units of blood were donated.
18	A one week District Level Youth Red Cross Camp (for both Boys & Girls) was organized by the College Youth Red Cross Unit with the help of the district administration. More than 60 students from different colleges attended the Camp.
19	The College Centre for the Education of Deprived Children continued its good work during the year. Also during the course of the NSS Camp for Girls, the volunteers visited a Gaushala, an Old Age Home and a School for the Visually Challenged and rendered service therein. Similarly during the 7 day NSS Camp for Boys, the volunteers did a lot of good work in an adjoining unauthorized colony, Rahul Colony, adopted by them.

*Academic Calendar of the year is attached as Annexure - (i)

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

Placed in DAV College Managing Committee Governing Body & the same was approved.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	----			
PG	03		03	
UG	14		12	05
PG Diploma	----			
Advanced Diploma	---			
Diploma	---			
Certificate	---			
Others	03		03	03
Total	20		18	08
Interdisciplinary	---			
Innovative	03			03

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	17
Trimester	---
Annual	03

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☐ Students ☒
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

*Analysis of feedback is attached as Annexure (ii), (iii), (iv)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
19	04	15	---	---

2.2 No. of permanent faculty with Ph.D.

13

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	03							01	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

10

05

87

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	15	23	02
Presented papers	18	17	01
Resource Persons	03	04	---

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Project based learning.
- Student paper presentation.
- Group Discussion
- Seminar
- PPT Competition
- Poster Making
- Using Smart Board
- Debates
- Class Tests
- Extension Lectures
- Essay Writing

2.7 Total No. of actual teaching days during this academic year

182

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

*NIL

**The College follows the Examination and evaluation policies and procedures as specified by the affiliating university i.e, M.D. University, Rohatk.*

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

03

2.10 Average percentage of attendance of students

67%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BBA – I	197	0.5	16.24	17.76	1.01	100
BBA - II	146	1.36	23.97	26.71	4.1	100
BBA – III	156	7.69	50.64	21.79	NIL	80.12
BBA(CAM)-I	67	NIL	16.41	10.44	NIL	100
BBA(CAM)-II	55	5.45	30.9	9.09	1.81	100
BBA(CAM)-III	51	5.88	52.94	7.84	NIL	66.66
BTM-I	35	20	22.85	8.57	NIL	100
BTM-II	5	NIL	20	40	NIL	100
BJMC-I	28	17.85	50	NIL	NIL	100
BJMC-II	25	8	36	20	8	100
BJMC-III	14	28.57	50	7.14	NIL	85.71
BCA – I	329	4.86	17.62	8.2	0.6	100
BCA – II	231	2.16	38.96	18.18	0.43	100
BCA - III	216	9.7	43.98	20.37	0.46	74.53
BCOM-I (PASS)	259	0.77	12.74	2.32	0.39	100
BCOM-II (PASS)	224	6.7	20.09	13.39	2.68	100
BCOM-III (PASS)	219	NIL	5.48	20.09	7.31	32.87
BCOM-I (C.A.)	64	3.12	18.75	4.69	NIL	100
BCOM-II (C.A.)	57	NIL	14.4	7.02	NIL	100
BCOM-III (C.A.)	54	1.85	29.63	11.11	1.85	44.44
BCOM-I (ASM)	63	NIL	11.11	3.17	NIL	100
BCOM-II (ASM)	60	NIL	5	21.67	18.33	100
BCOM-III (ASM)	52	NIL	26.52	19.23	7.69	53.84
BCOM-I (TPP)	62	NIL	4.84	22.58	6.45	100
BCOM-II (TPP)	58	5.17	37.93	31.03	5.17	100
BCOM-III (TPP)	62	1.61	27.42	35.48	NIL	64.51
BCOM-I (HONS)	132	3.03	25.76	3.79	NIL	100
BCOM-II (HONS)	119	0.84	56.3	22.69	0.84	100
BCOM-III (HONS)	108	3.7	46.3	21.3	NIL	71.29

B.Sc(Pass)-I(CSc+Non Med)	128	4.68	3.13	1.00	0.78	100
B.Sc(Pass)-II (CSc+Non Med)	102	1.00	3.23	1.00	1.00	100
B.Sc(Pass)-III (CSc+Non Med)	104	3.80	2.59	2.80	NIL	32.69
BA-I (PASS)	235	NIL	2.13	2.98	0.43	100
BA-II (PASS)	162	NIL	1.85	9.88	7.41	100
BA-III (PASS)	131	NIL	4.58	1.53	NIL	7.63
MCOM-I	85	1.18	51.76	7.06	NIL	100
MCOM-II	82	4.88	76.83	13.41	NIL	95.12
MA – I	22	NIL	22.72	22.72	NIL	100
MA – II	14	NIL	28.57	57.14	7.14	92.85
M.SC. – I	14	NIL	42.85	NIL	NIL	100
M.SC. – II	17	11.76	58.82	5.88	NIL	76.47

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

By interacting with the teachers and the students and getting regular feedback from all the stakeholders including parents towards quality enhancement.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	01
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	07
Summer / Winter schools, Workshops, etc.	
Others(DAV CENTENARY COLLEGE, FBD)	169

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	01	----	04
Technical Staff	15	01	----	09

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. The IQAC of the college promotes Research climate in the college and the staff is always encouraged to participate in various conferences at National and International level either by attending or presenting their own recent papers there.
2. The College too organizes conferences and seminars at various levels providing a ready platform to its staff for presenting their research outputs.
3. The College encourages the staff members to join for Doctoral degree and thus inculcates the hunger for research.
4. The College IQAC motivates the staff to engage in major and / or minor research projects.
5. The students are also encouraged to take part in research activities through the Research and Presentation club of the college as well as by organizing student paper presentation competition at college / state level.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01		01	01
Outlay in Rs. Lakhs	840000			

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01		01	01
Outlay in Rs. Lakhs	6309000			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	37	07	
Non-Peer Review Journals	01		
e-Journals	01		
Conference proceedings			

3.5 Details on Impact factor of publications:

Range 3.212 - 4.708 Average 3.728 h-index 72 Nos. in SCOPUS 02

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2013-15	UGC	840000	590000
Minor Projects				
Interdisciplinary Projects	2013-15	IIPA	309000	309000
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			1149000	899000

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from **N.A.**

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
NIL INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences	Level	International	National	State	University	College
Organized by the Institution	Number	02				
	Sponsoring agencies	-UGC -ICSSR & IamSMEofIndia				

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

NIL

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
01				01		

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

01

03

3.19 No. of Ph.D. awarded by faculty from the Institution

N.A.

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

N.A.

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

60

State level

06

National level

05

International level

3.22 No. of students participated in NCC events:

University level

37

State level

23

National level

15

International level

00

3.23 No. of Awards won in NSS:

University level

02

State level

03

National level

International level

3.24 No. of Awards won in NCC:

University level	00	State level	01
National level	03	International level	00

3.25 No. of Extension activities organized

University forum	02	College forum	36		
NCC	12	NSS	38	Any other	02

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Tree plantation and horticulture development and maintenance vigorously in the college campus.
- Running a free school on the college campus for under privileged children around 70 in number and they are also helped through various generous gestures of the staff through free distribution of stationery etc.
- Students are encouraged to extend support to Suraj Kund Craft Mela authorities during its hosting in Faridabad City.
- Cleaning activities in and around the college, and the NSS (Boys & Girls) unit, of the college take up cleaning and sweeping of some colonies in Faridabad.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	02 Acre	---	Management	02 Acre
Class rooms	58	02	Management	60
Laboratories	13	---	Management	13
Seminar Halls	04	---	Management	04
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	549	36	Management	585
Value of the equipment purchased during the year (Rs. in Lakhs)	13256415	1342044	Management	14598459
Others	61	---	---	61

4.2 Computerization of administration and library

- Establishment of IT Cell in the college
- Installation of computer server
- Installation of fire wall security
- Up-gradation of MIS
- Up-gradation of College Website
- Up-gradation of CCTV
- The Library had been using an in house development software with OPAC facility since 2002.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15915	30 Lakh	1012	229201	16927	3229201
Reference Books	29744	65 Lakh	1129	260180	320875	6760180
e-Books	As per inflibnet					
Journals	112	1Lakh			112	1Lakh
e-Journals	02	11500	---	----	02	11500
Digital Database	---	---	---	---	---	---
CD & Video	---	---	---	---	---	---
Others (specify)	---	---	---	---	---	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	441	08	02	08	02	31	20	---
Added	46	01	---	01	---	---	---	---
Total	487	09	02	09	02	31	20	---

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Faculty training conducted by Dr. R S Chillar, Head Computer Department, M.D. University, Rohtak.
- Students training conducted on robotics by Neoteric Business solutions limited.
- Students training conducted by M/s Wipro Technologies.
- Training conducting for BCA students on GST.

4.6 Amount spent on maintenance in lakhs :

i) ICT	*
ii) Campus Infrastructure and facilities	1652761
iii) Equipments	1654809
iv) Others	00
Total :	*3307570

*ICT is included in Campus infrastructure and Equipments as above

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Students are constantly informed about contacting their teachers, class teacher and H.O.Ds for support and grievance redressal.
2. Students are also informed about contacting the Non-teaching staff for seeking help and support.
3. Induction programs are organized for fresh students to make them aware about the support services and mechanisms provided by the college.
4. NCC, NSS, Sports, Youth Red Cross, EMA, Women Cell, Discipline Committees etc engage with students to enhance their awareness.

5.2 Efforts made by the institution for tracking the progression

1. The College keeps the records of all the students right from admission to examination and results of the students.
2. The meritorious students are identified and rewarded with Prizes, Cash, Concessions and extra library books.
3. The students in re-appear categories are also identified, recorded and helped for filing their re-appear candidature forms.
4. College keeps in touch with the Alumni students through various activities and Alumni meets.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3986	237	----	----

(b) No. of students outside the state

*15%

*As per Haryana Govt. Policy.

(c) No. of international students

00

Men	No	%	Women	No	%
	3224	76.34		999	23.65

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2762	264	0	909	01	3939	2937	300	01	984	01	4223

Demand ratio 1.75 Dropout % 24.32

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The College extends support to students through:

- Coaching for Civil Services Examination.
- Preparation for UGC-NET Exams.
- Coaching for examination for employment in Banks.

No. of students beneficiaries

65

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	07

5.6 Details of student counselling and career guidance

- Career counselling program in BBA
- Career counselling program in B.Com (SFS)
- Pre Placement talks by various companies by BCA
- Career selection and personality development and life skills Programs by M.Com deptt.
- UGC NET Preparation Coaching by M.Com deptt.

No. of students benefitted

400

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	190	110	14

5.8 Details of gender sensitization programmes

1. Students are informed and urged to be conscious in this matter during the induction programs.
2. A skit in the college was played on the theme of 'Security of Women' by Women Cell.
3. One act play 'POORNA' in Hindi was played reflecting women issues including foeticide by Women Cell.
4. Poster making, Slogan writing and Rangoli competitions were organized by women cell.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level	94	National level	10	International level	---
-------------------------	----	----------------	----	---------------------	-----

No. of students participated in cultural events

State/ University level	71	National level	12	International level	09
-------------------------	----	----------------	----	---------------------	----

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level	15	National level	---	International level	---
----------------------------------	----	----------------	-----	---------------------	-----

Cultural: State/ University level	45	National level	12	International level	09
-----------------------------------	----	----------------	----	---------------------	----

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	63	372718
Financial support from government	268	4227950
Financial support from other sources	39	117100
Number of students who received International/ National recognitions	12	48000

5.11 Student organised / initiatives

Fairs : State/ University level	---	National level	01	International level	---
Exhibition: State/ University level	01	National level	---	International level	---

5.12 No. of social initiatives undertaken by the students

15

5.13 Major grievances of students (if any) redressed:

- BBA(CAM) – IInd Students – Grievance regarding problem in Question paper
- BBA – Ist Sem Students - Grievance regarding mass re-appear in subject (BBAN-101, 102, 105)
- Riya Manocha BBA (CAM) – Ist Sem Student - Grievance regarding Anomaly in spelling of name in mark sheet.
- BBA (CAM) - IV Sem Student - Grievance regarding pending Document.
- Ankit Ravi – BBA VI Sem - Grievance regarding Correction in Mark Sheet.
- Roll No -2797225 - Grievance regarding Re-Appeal in BBA 506 (Summer Training Report)
- Request for Rectification of wrong Result Sem 6 RegNo-1176800239,RNo 5042330,paper Code 307 showing ABSENT on MDU NET.
- Discrepancies in Result of BCA (Dec-2014 Examination).
- Request to Revise the result of AW/BOD cases of BCA I Sem students Session Dec 2014.
- Request to Revise /Correct the (Absent Cases) of BCA V Sem Students Session May 2015.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

D.A.V. Centenary College visualizes itself as a platform for holistic excellence which aims at producing citizens not only with a high level of material skills but also with invaluable life skills and a strong moral and social grounding so that they can succeed in today's world as well as acquit themselves well as well-adjusted, aware and responsible human beings.

MISSION

Our mission is to provide quality higher education to a wide spectrum of society so as to produce knowledgeable, skilled and ethically and spiritually sound citizens who can well bear the challenging responsibilities of the emerging job-market and the professional environment as well as those of the society at large.

6.2 Does the Institution has a management Information System

The MIS System is already in existence and there are continuous up-gradation of its features and facilities year after year catering to students, Accounting, Finance, Library, Curriculum, employee leave application, website and official email addresses for various functionaries / officials of the college.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum and syllabus are provided by the affiliating university and the college is bound to follow it. However some staff members are on board of studies of the university. They convey the needed changes in the curriculum when they meet officially. Also, teachers of various departments send their views, opinions and recommendations about any required modification in the syllabus/curriculum to the M.D. University.

6.3.2 Teaching and Learning

Teachers are encouraged to attend FDPs organized by various agencies and other Institutions. Also the college itself organizes a number of FDPs and other training programs related to use of ICT in teaching learning process.

A large number of activities are organized for the students to enhance the teaching –learning process like, Extension lecture, Extra lecture, movies, workshops, personality development sessions, project work, seminar on various social topics delivered by external experts.

6.3.3 Examination and Evaluation

The University conducts the external examination and evaluation. However, the college conducts the class tests, oral test, quiz tests, class presentation, assignments, student's attendance in class etc. for internal evaluation.

6.3.4 Research and Development

- The faculty and the students are encouraged to undertake quality research by writing and publishing research papers.
- The faculty is encouraged to attend academic conferences and seminars and undertake Minor and Major Research Projects funded by the UGC, other funding agencies like ICSSR, etc. as well as the college
- Students are inducted as members of the Departmental Research Committees and guided to write and present papers in conferences, workshops and seminars.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The Library is already equipped with software.
- In database and issue-return system has been computerized.
- The Library also has the OPAC System and IFLIBNET.
- Bar coding technology has been adopted in the library.
- College website is up-graded.
- Online registration and merit preparation for admissions implemented.
- Computerization of fee collection.
- Students notification through group SMS.
- New Computers have been added to the college labs and other department offices.
- Coverage of CCTV System has been enhanced.

6.3.6 Human Resource Management

- FDPs and workshops are organized for the benefit of the faculty.
- The faculty is encouraged to undertake quality research work in their respective fields.
- Spiritual Training Programs are regularly organized for the staff to enrich their lives.
- Special training sessions are organized for the non-teaching staff to enhance their knowledge and application of ICT tools.

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited with best of the care regarding qualification, experience, proficiency etc. A fair chance for competing is provided to all aspirant candidates for being selected.

6.3.8 Industry Interaction / Collaboration

- Reputed companies were invited to the campus for the placement of outgoing students.
- Knowledgeable industry representatives were also invited to the college to familiarise the students and the faculty with the working and intricacies of the industrial world.
- Students also frequently go on industrial visits to enhance their practical knowledge of the working of industry.
- The college alumni who are well placed in different industries help our students with placement and recruitment in various industries.
- MOUs have been put in place with various techno-educational agencies.

6.3.9 Admission of Students

Admission of fresh students as well as to higher classes are carried out as per the policies and procedures presented by the affiliating university, i.e. M.D. University, Rohtak.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none">• Sabbaticals for research work like Ph.D. and for attending conferences and seminars• Provision for advance against salary as well as loan facility.• Group Insurance• College Medical Centre facility• Reimbursement of participation fee in conferences/ Seminars etc.
Non teaching	<ul style="list-style-type: none">• Provision for advance against salary as well as loan facility.• Group Insurance• College Medical Centre facility• Fee concession for their wards studying in the campus school or college• Free uniforms to the Class IV Staff• Gifts in kind on important festivals
Students	<ul style="list-style-type: none">• Fee Concession and Freeship to needy and meritorious students• Issuance of extra books to meritorious and needy students from the College Library• Group Insurance• College Medical Centre facility• Cash Prizes for outstanding achievements in academics and other fields• Free coaching for competitive exams• Skill Development Programme at nominal charges• Support for Bus/Train passes on concessional basis

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done Yes ☒ No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	M.D.U., Rohtak	Yes	IQAC
Administrative	No	--	Yes	IQAC

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes ☐ N.A. No ☐

For PG Programmes Yes ☐ N.A. No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The affiliating university is open to the idea of setting up autonomous colleges.

6.11 Activities and support from the Alumni Association

- Active help is sought from the alumni well-placed in different companies and organization for the placement of the outgoing students.
- The alumni as members of the college IQAC are making an important contribution towards institutional quality.
- The alumni extend help in cash and kind to the college for organizing various events.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher meets are regularly held where valuable feedback is obtained from the parents towards overall quality enhancement as well as for maintaining discipline in the college.

6.13 Development programmes for support staff

- Training programmes on MS Office, Office Automation and Laboratory Maintenance were organized for their benefit.
- Classes were arranged for them for improving their written and oral communication skills.
- Regular programmes were organized for their spiritual well-being and value inculcation.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Cleanliness Drive was launched in and around the campus.
- More trees were planted in the college campus.
- Use of noise free gen - sets
- Steps were taken for making the campus polythene free.
- Water harvesting done in the campus.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

- Two international conferences were organized by our commerce and the by Marketing Departments.
- Focus was given on EMA activities As a result a large number of prizes and cash award were won by a students at state and national level.
- Special classes for meritorious students were organized and a large number of students attained merit position in University merit list.
- A large number of cash and other awards won by our students because of added attention given to them in Legal Literacy Cell.
- A large number of students got placement in various companies as a result of additional efforts of placement cell.
- MIS in the college was upgraded with fire-wall Security.
- College website was upgraded.
- A number of MOUs were signed and put in place with industrial stakeholders.
- As a boost to Research climate in the college, the college secured a sanction of Rs.1149000/- from UGC & IIPA for a major and minor Research Project.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the Beginning of the year

- Many teachers presented quality research paper in national and international conferences/seminars throughout India. It is also a matter of happiness that Principal Dr. Satish Ahuja and a number of faculty members also participated in conferences as resource persons during the year. 2 UGC sponsored International Conferences were organized during the year, one by the Department of Commerce and the other by the Department of Marketing.
- Extra classes for meritorious students as well as slow learners were organized by almost all the departments during the year.
- The EMA students not only participated in the Folk Fest organized by M.D. University, Rohtak, but also won as many as 8 prizes along with a cash prize of Rs. 18,000/-
- The EMA students also participated in the Open Youth Festivals at District, State & National Level and the College Play bagged the third prize including a cash prize of Rs. 48,000/- given by the Haryana Government and that of Rs. 12,000/- given by the Government of India at the National Fest held at Guwahati.
- The Departments of Economics, English, Computer, BBA & Science organized well attended Inter College Contests during the year for the benefit and greater exposure of our students.
- The Sports Department organized a University Championship Event in Archery during the year
- The College Centre for the Education of Deprived Children continued its good work during the year. Also during the course of the NSS Camp for Girls, the volunteers visited a Gaushala, an Old Age Home and a School for the Visually Challenged and rendered service therein. Similarly during the 7 day NSS Camp for Boys, the volunteers did a lot of good work in an adjoining unauthorized colony, Rahul Colony, adopted by them.

- Two Blood Donation Camps were organized in the college where a total of 250 units of blood were donated.
- A number of MOUs (04) were put in place for industrial linkage and support
- As many as 12 white boards were installed in different class rooms by way of replacing conventional black boards.
- The Commerce & BBA Department collected feedback from the students and their parents, during separate PTM regarding issues like curriculum, discipline, Library services and the quality of instruction.
- 176 teachers benefited in a number of FDPs
- 36 important equipment including computers purchased worth Rs.1342044/-
- Existing ICT set-up were up graded
- As many as 1129 new books worth Rs.260180/- were added to the library.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

- *The two best practices are:
 - a) Introduction of need based courses at UG and PG levels
 - b) All out efforts for the holistic development of our students.

*(Annexure – V Best Practices is attached herewith)

7.4 Contribution to environmental awareness / protection

- All classes are exposed to lectures on Environment.
- College runs an Environment club for the purpose of generating awareness an environment issues.
- Cleanliness drives have been under taken for Rahul Colony by the college students.
- College is full of green tree, plants, grass, flowers etc; result of a continuous endeavour
- College has already begun and continued efforts towards of CFL/LED Lamps, use of solar energy as a part of requirement.
- Use of noise free gensets in the college.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT Analysis

I) Strengths

- Proactive IQAC
- Sound financial condition of the institution
- Open administration
- Excellent track record of academic achievements and extra mural activities and achievements therein
- Dedicated and highly qualified staff
- Work-oriented administrative and support staff
- Disciplined and well-groomed students

- Optimum utilization of college infrastructure
- Focus on ethical and spiritual development

II) **Weaknesses**

- Space constraint from the point of view of further expansion
- Lack of adequate play grounds
- Government sanctioned teaching and non-teaching posts lying vacant
- Intake of students with inadequate learning skills, particularly communication skills

III) **Opportunities**

- A resurgent national economy
- Liberal grants offered by UGC and other funding agency
- Ever growing number of youth seeking higher education
- Faridabad, being a part of NCR and an industrial hub, offers many opportunities for ever new professional courses
- Easier access to technology

IV) **Threats**

- Ever declining standards of students coming from govt. school system
- A rapidly changing global scenario
- Mushroom and haphazard growth of educational institutions of higher learning, particularly totally private institutions
- Ever increasing cost of higher education posing a threat to poorer students

8. Plans of institution for next year

- Bring out periodic News letter for completing.
- Stress on more faculty member of computer Ph.D etc.
- To initiate work for starting some vocational course in the college.
- To begin Biometric attendance system.
- To upgrade the messaging system for the students.
- Upgrade computer labs.
- Complete the work of building reinforcement.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure-(i)

DAV CENTENARY COLLEGE, FARIDABAD
Activity Calendar for the Year 2014-2015

S No.	Date	Event	Department
1	03.07.2014	International Presentation of one act play at Mauritius (8 days)	EMA
2	08.07.2014	Extension Lecture at Mauritius by Dr. Satish Ahuja (Principal)	EMA
3	16.07.2014	Session Start (Hawan)	Whole College
4	16.07.2014	Submission of Lesson Plan by All teachers	BBA
5	17.07.2014	Preparation of Time Table & Dept Staff Meeting	Commerce
6	21.07.2015	IQAC Meeting	IQAC
7	21.07.2014	Induction Programme	Hindi/BJMC/History
8	26.07.2014	Basic Course Mountaineering	NCC
9	28.07.2014	Beginning of Session of Vth Sem	BBA
10	08.08.2014	Induction Programme	Economics/hindi
11	08.08.2014	Induction Programme	BBA
12	10.08.2014	Submission of Lesson Plan	Science
13	12.08.2014	Distribution of 1st & 2nd Assignment	BBA
14	14.08.2014	Induction Programme	Commerce
15	20.08.2014	Extension Lecture for M Com 1st & 3rd Sem	Commerce
16	20.08.2014	Induction Programme	Science
17	20.08.2014	Dispatch of Summer Training Report to MDU	BBA
18	22.08.2014	Industrial Tour	BBA
19	26.08.2014	Personality Development Session	BBA
20	28.08.2014	Visit to Musuem(Geo. Survey of India)	Geography
21	29.08.2014	Extension Lecture for B Com 1st & 3rd Sem	Commerce
22	29.08.2014	Feedback from Parents & Students	BBA
23	30.08.2014	Collection of Attendance of Students	BBA
24	30.08.2014	SMS to Parents for Short Attendance	BBA
25	01.09.2014	Tutorial Period for All Classes	Commerce
26	05.09.2014	Teachers day	Hindi/BJMC/BTM
27	05.09.2014	Industrial Trip for 3rd Year Students	Science
28	01.09.2014	Talent Search Programme	History
29	05.09.2014	International Conference (2 days)	Commerce
30	05.09.2014	Inaugural of Food Campaign	Science
31	08.09.2014	Hindi Diwas	Hindi
32	08.09.2014	Essay Writing Competition	SCIENCE
33	08.09.2014	Extension Lectures	BBA
34	12.09.2014	International Conference on Marketing (2 days)	Marketing
35	15.09.2014	Submission of Question Papers for Internal test	BBA
36	15.09.2014	Inter Class Quiz	Economics
37	15.09.2014	Extension Lecture for B Com 5th Sem	Commerce
38	15.09.2014	Tour/Industrial Visit	BBA
39	15.09.2014	Extension Lecture	Science
40	16.09.2014	Guest/Extension Lecture	History
41	17.09.2014	Student Paper Presentation at State Level	Commerce
42	18.09.2014	Annual training Camp	NCC
43	22.09.2014	Selection Camp for RDC Team for IGC	NCC
44	27.09.2014	PTM	BCA

45	30.09.2014	Collection of Attendance of Students	BBA
46	30.09.2014	Class Test	BBA
47	01.10.2014	Submission of Question Papers	Science
48	01.10.2014	Dispatch of letters for short Attendance	BBA
49	03.10.2014	R D Camp (NCC)	NCC
50	05.10.2014	PTM	Commerce
51	06.10.2014	Extension Lecture	Hindi
52	06.10.2014	Group Discussion	BCA
53	07.10.2014	Internal Exams	Science
54	09.10.2014	Distribution of Short Attendance	BBA
55	09.10.2014	Beginning of Meritorious Classes	BBA
56	10.10.2014	R D Camp	NCC
57	10.10.2014	Academic Tour to Historical Places	History
58	16.10.2014	Merit Classes for B Com & M Com	Commerce
59	17.10.2014	Meeting of Staff Members with Principal Sir	Commerce
60	18.10.2014	PTM	BBA
61	20.10.2014	Kavya Samiksha	Hindi
62	20.10.2014	Educational Tour of B Com 5th Sem	Commerce
63	20.10.2014	Internal Exams	History
64	26.10.2014	R D Camp	NCC
65	27.10.2014	Assessment Test	Commerce
66	28.10.2014	Panel Discussion	Economics
67	30.10.2014	Submission of Awards List	Science
68	31.10.2014	Preparation of Question Banks	Commerce
69	31.10.2014	Collection of Attendance of Students	BBA
70	01.11.2014	Pulling & Sailing Camp	NCC
71	02.11.2014	Cultural Program	Hindi/BJMC
72	03.11.2014	Personality Development Programme	BBA
73	03.11.2014	Extension Lecture of M Com	Commerce
74	04.11.2014	Extension Lecture of B Com	Commerce
75	05.11.2014	Tutorial Period for All Classes	Commerce
76	05.11.2014	Submission of Attendance Record	Science
77	07.11.2014	Submission of Assignment of All Classes	Commerce
78	07.11.2014	Board Decoration Competition	BCA
79	08.11.2014	Ship Modelling Camp	NCC
80	08.11.2014	Student Paper Presentation	BBA
81	12.11.2014	Feedback from Students regarding Syllabus	Commerce
82	16.11.2014	National Press Day	BJMC
83	17.11.2014	Extension Lecture	Hindi
84	17.11.2014	FDP Workshop	Commerce
85	20.11.2014	Faculty Development Programme	BBA
86	20.11.2014	Special Extra Problem Solving Classes	Commerce
87	23.11.2015	Submission of Internal Marks by all Teachers	BBA
88	30.11.2014	Collection of Attendance of Students	BBA
89	01.12.2014	Semester Exams	All Classes
90	01.12.2014	DeCat R D Camp	NCC
91	01.12.2014	Pre Republic Camp	NCC
92	11.12.2014	Pre Nausainik Camp	NCC
93	17.12.2014	Winter Break	Commerce
94	01.01.2015	Beginning of Classes	Science/BBA
95	01.01.2015	Rebuplic Day Camp	NCC
96	01.01.2015	Submission of Lesson Plan	BBA

97	05.01.2015	Declamation Contest	Hindi
98	05.01.2015	Submission of Lesson Plan	Science
99	08.01.2015	Opening of session	All Classes
100	11.01.2015	Submission of Lesson Plan	BCA
101	24.01.2015	Group Discussion	BBA
102	26.01.2015	Participation of NCC Cadet in Republic Day	NCC
103	30.01.2015	Declamation Contest	BJMC
104	31.01.2015	Workshop on "Whole brain thinking in Teaching"	Marketing
105	05.02.2015	Annual Science Exhibition	Science
106	05.02.2015	Submission of Short & Long Questions	BBA
107	09.02.2015	Extension Lecture	BCA
108	09.02.2015	Extension Lecture on Applications of Remote Sensing	Geography
109	09.02.2015	PD Session/Extension Lecture	BBA
110	10.02.2015	Annual Science Marathon	Science
111	10.02.2015	Talent Hunt Competition	Hindi
112	14.02.2015	Student Level Paper Presentation on Tourism	BBA
113	18.02.2015	Ext Lecture on Fund. of Remote Sensing	Geography
114	19.02.2015	Distribution of Assignment 1 & 2	BBA
115	20.02.2015	Submission of Question Paper for Internal Test	BBA
116	21.02.2015	Student Level Paper Presentation	BBA
117	21.02.2015	Inter District Science Exhibition	Geography
118	21.02.2015	Guest Lecture	History
119	28.02.2015	Submission of Attendance Record from Jan-Feb	BBA
120	02.03.2015	Inter State Science Exhibition	Geography
121	05.03.2015	Kavi Sammelan	Hindi
122	08.03.2015	NSS Camp	BCA
123	10.03.2015	Dispatch of Letters for short Attendance	BBA
124	10.03.2015	Submission of Project report of BCAM VI	BBA
125	14.03.2015	PTM	BBA
126	14.03.2015	Academic Tour to Historical Places	History
127	19.03.2015	PD Session/Extension Lectures	BBA
128	21.03.2015	Extension Lecture	BCA
129	25.03.2015	Inter College Quiz Contest	Geography
130	25.03.2015	Distribution of Assignments III & IV	BBA
131	26.03.2015	Quiz Contest	Economics
132	30.03.2015	EDUSAT Lectures	Geography
133	31.03.2015	Submission of Attendance Record of Students	BBA
134	01.04.2015	Submission of Question Papers	Science
135	01.04.2015	Semester Exams	Whole College
136	01.04.2015	Additional Classes for Academic Improvement	BBA
137	04.04.2015	Distribution of Assignments	BCA
138	06.04.2015	PD Session/Extension Lecture	BBA
139	07.04.2015	Internal Examination	Science
140	08.04.2015	Student Paper Presentation	Economics
141	15.04.2015	Farewell Party	BCA
142	20.04.2015	Submission of Award List	Science
143	21.04.2015	Public Relations Day	BJMC

144	22.04.2015	Farewell	BBA
145	23.04.2015	Copyright Day	BJMC
146	30.04.2015	Submission of Attendance Record	Science
147	30.04.2015	Farewell Party	Economics/Science/Commerce
148	May, 2 nd week	IQAC Meeting	IQAC

Annexure-ii

Analysis of the Feedback from the Parents 2014-2015

Feedback is taken from parents of students regarding the services provided by the college in the following areas on a five- point scale.

1. You are well supported by the staff during the admission process.
2. Studies of your son / daughter are going well.
3. You are being updated about the performance of your son / daughter.
4. Your son / daughter gets adequate support from the faculty.
5. College adequately undertakes other activities like extension lectures, personality development classes, educational excursion / trips, placement preparations etc.
6. Your son / daughter gets adequate library and notes facility.
7. You are properly attended to when you visit the college.
8. Your son / daughter is satisfied with the discipline on the campus.
9. Your son / daughter is satisfied with the cleanliness / tidiness of the building, infrastructure, furniture etc.
10. Please give your suggestions for any other related matter.

An analysis of 20 such random samples is given bellow:

Question No.	Rank – I (Very Poor)	Rank – II (Poor)	Rank – III (Satisfactory)	Rank – IV (Good)	Rank – V (Very Good)	Total Responses
1	--	--	2	7	11	20
2	--	--	6	7	7	20
3	1	--	6	3	10	20
4	--	--	4	6	10	20
5	--	1	4	6	9	20
6	1	--	6	5	8	20
7	--	--	1	8	11	20
8	--	2	--	9	9	20
9	1	1	2	10	6	20

Observations are as follows:

- Q. No. 1 Eleven people ranked this service as 'very good' and seven people gave the 'good' rank. Only two person has given the rank of 'satisfactory'.
- Q. No. 2 Seven people ranked this service as 'very good' and seven people gave the 'good' rank. Nobody has given the rank of 'below satisfactory'.
- Q. No. 3 Ten people ranked this service as 'very good' and three people gave the 'good' rank. Six persons has given the rank of 'satisfactory'.

- Q. No. 4 Ten people ranked this service as 'very good' and six people gave the 'good' rank. Four persons has given the rank of 'satisfactory'.
- Q. No. 5 Nine people ranked this service as 'very good' and six people gave the 'good' rank. Only one person has given the 'below satisfactory' rank.
- Q. No. 6 Eight people ranked this service as 'very good' and five people gave the 'good' rank. Only one person has given the rank of 'below satisfactory'.
- Q. No. 7 Eleven people ranked this service as 'very good' and eight people gave the 'good' rank. Only one persons have given the rank of 'satisfactory'.
- Q. No. 8 Nine people ranked this service as 'very good' and nine people gave the 'good' rank. Only two person has given the rank of 'below satisfactory'.
- Q. No. 9 Six people ranked this service as 'very good' and nine people gave the 'good' rank. Only one person has given the rank of 'below satisfactory'.

More than 65% people have given 'good' or 'very good' rank for all the services. During personal meetings with the parents, they gave quite a positive and even excellent feedback about the services of the college.

(19)

STUDENTS LIBRARY FEEDBACK ANALYSIS

SESSION:-2014-2015

Annexure-(iii)

"68 Students gave the feedback regarding the library functioning and its staff"

NOTE:- Overall satisfaction 80.25%

The students ticked the box as they considered appropriate box through their satisfaction from 1 to 10 with 1 for least satisfaction or 10 for most satisfaction.

1. No. of students satisfied regarding the college library timing (9.00am to 4.00pm.)

1 NIL	2 NIL	3 NIL	4 02	5 02	6 05	7 08	8 11	9 17	10 23
----------	----------	----------	---------	---------	---------	---------	---------	---------	----------

84.5%

2. No. of students satisfied with the library service

1 NIL	2 NIL	3 01	4 01	5 04	6 06	7 17	8 18	9 09	10 12
----------	----------	---------	---------	---------	---------	---------	---------	---------	----------

73%

3. No. of students satisfied with the course books received from the library.

1 NIL	2 NIL	3 NIL	4 03	5 03	6 08	7 10	8 23	9 12	10 09
----------	----------	----------	---------	---------	---------	---------	---------	---------	----------

77.5%

4. No. of students satisfied with the magazines / journals available in the library.

1 NIL	2 NIL	3 NIL	4 02	5 02	6 10	7 08	8 16	9 16	10 14
----------	----------	----------	---------	---------	---------	---------	---------	---------	----------

80.2%

5. No. of students satisfied with newspaper available in the library.

1 NIL	2 NIL	3 NIL	4 NIL	5 03	6 04	7 11	8 07	9 20	10 25
----------	----------	----------	----------	---------	---------	---------	---------	---------	----------

87%

6. No. of students satisfied with clippings regarding the college activities from newspapers daily.

1 NIL	2 NIL	3 NIL	4 02	5 02	6 03	7 15	8 15	9 22	10 11
----------	----------	----------	---------	---------	---------	---------	---------	---------	----------

82.5%

7. No. of students satisfied with the General books / General knowledge books / Reference books available in the library.

1 NIL	2 NIL	3 NIL	4 NIL	5 01	6 08	7 06	8 19	9 19	10 15
----------	----------	----------	----------	---------	---------	---------	---------	---------	----------

83.5%

1	2	3	4	5	6	7	8	9	10	19
NIL	05	NIL	NIL	03	11	17	11	14	07	

72.6%

9. The following suggestions were received from the students for any improvement in the library.

- (a) Discussion on different topics should be allowed in the library campus.

Ans : It can not be allowed as complete silence has to be maintained in the library .

- (b) Library should be student friendly.

Ans : Our consistent endeavour is to create a friendly environment in the library campus. It is an ongoing process.

- (c) Course books, Competitive exams books & motivational books should be added.

Ans : We keep on adding such books on a regular basis .

- (d) Cuttings of important news should be put up on the notice board.

Ans : We will start doing same from the session 2015-2016.

- (e) Time - span for returning books may be increased.

Ans : We already provide sufficient time as books can be retained of whole semester.

- (f) Library timings should be extended.

Ans : Students are not interested in using the library after 4 p.m.

- (g) Books should be provided to needy students.

Ans : We already provide books to all the needy students.

- (h) Capacity should be augmented & A.C. facility should be provided in the library.

Ans : We will increase the seating capacity & A.C. facility will be provided in the whole library next - year i.e. in 2016-2017.

- (i) Students should be allowed to choose books from the library stack room.

Ans : we already have open access facility in the library .

- (j) There is scope for improvement in the behaviour of the library staff.

Ans : though all members of the library staff are well behaved, we will still try to go one better to come up to the student's expectations.

K.R./h
Librarian 20/3/15

A. Singh
Principal

Annexure-iv)

DAV CENTENARY COLLEGE, FARIDABAD
SUMMARY OF STUDENT FEEDBACK REPORT (SESSION:2014-2015)

S.No	Class	I-A	I-B	I-C	CAM-I	III-A	III-B	III-C	CAM-III	V-A	V-B	V-C	CAM-V	BTM-1	BTM-III	Grand Avg.	Rank
1	Mr. Virender Bhasin					20.6	21.8	21.4								21.2	
2	Ms. Surbhi									24.7	22	21.3				22.7	
3	Ms. Jyoti Malhotra		18.6							22.1		21.8				20.6	
4	Ms. Ankita		22.9						22.5		22.8		24.9			23.2	
5	Ms. Omika		15.6				19.4	21.3	19.7							18.8	
6	Ms. Kritika		21.6			17.6	20.8	17.5			19.6					18	
7	Ms. Kavita					22.8	23.1	22.2								22.7	
8	Ms. Rupali						19	15								17	
9	Ms. Bharti			24.2	21.8				22.5			20.6				22.4	
10	Mr. L. M. Gupta	21.3	16.6	16.7												18.1	
11	Ms. Shivani	22.8		20.7												21.6	
12	Ms. Snehlata								22.94				24.33			23.6	
13	Mr. Lekhranj								21				16.3			18.7	
14	Ms. Monika						23.8					21		24.5		23.2	
15	Ms. Meenakshi				24.14			20.46								22.2	
16	Ms. Nisha									22.2	20.6	21.4			24.5	21.4	
17	Ms. Rashmi					21.5					21.4				24.5	21.6	
18	Ms. Gunjan	21.7	20						22.3				22.3			21.5	
19	Mr. Sandeep													24.2	24		
20	Mr. Amit													24.3	24	24.1	
21	Ms. Charu	23.6		23.5	22.4									23.8	24	21.5	
22	Ms. Swati	23			15	19	21									22.7	
23	Mr. Ravi	18		16		21	18			23						20	
24	Mr. Neeraj				16.2									22.8		19.7	
25	Ms. Geetika					19							13			16	

Annexure - V

Best Practices

(A)

- **Title of the Practice**

Need based Courses at UG and PG levels.

- **Goal**

The college keeps a tab on the needs of the industry and the preferences of the rapidly changing society. Consequent to that the college remains vigilant about the availability of new courses in the affiliating University, i.e. , MDU, Rohtak, and introduces such courses in the college to meet the needs of the industry and offer a whole range of courses for the students and their parents to choose from.

- **The Context**

In the context of meeting the diverse needs, trends and demands of the society and for maintaining the best possible standards, the college has been selecting and introducing new courses from time to time. It follows the curriculum specified by MDU, Rohtak, as well as keeps suggesting to the university the much needed changes in the curriculum. Through this vision and wisdom, the college has remained in the forefront and has been able to build a preferred brand image for itself.

- **The practice**

The courses offered by the college include traditional as well as professional courses at U.G and P.G level. The college has also introduced some job-oriented and skill-oriented courses including some diploma courses. A complete list of such courses is given below.

Traditional Grant- in-Aid U.G. Courses

1. B.Com. (Pass)
2. B.A. (Pass)

Self-Financing Courses

- (i) Vocational U.G. Courses
 1. B.A with Marketing & Commerce as elective subjects
 2. B.Com with Computer Application
 3. B.Com with Tax Procedure and Practice
 4. B.Com with Advertising, Sales Promotion & Sales Management
 5. B.Sc. with Computer Science
 6. B.Sc. (Non - Medical)
 7. B.Com. (Hons.)
- (ii) Professional U.G. Courses
 1. BBA
 2. BBA (CAM)
 3. BCA
 4. BTM
 5. BJMC
- (iii) P.G. Courses
 1. M.Com.
 2. M.Sc. (Computer Science)
 3. M.A. (English)
- (iv) Add-On Diploma Courses
 1. Computer Graphics, Animation, Multimedia and Web Designing
 2. Oracle DBA
 3. Hardware Networking & Ethical Hacking

Any student pursuing a three year UG degree program can simultaneously join one of the above three diploma courses.

The teaching-learning process is kept up to date and the guidelines of MDU, Rohtak, are followed with regard to the curriculum and internal as well as external evaluation. Industry linkages have been created for the training and placement of the students as required.

Evidence of Success

Growth in Student Strength at Entry Level

Program	2010-11	2011-12	2012-13	2013-14	2014-15
U.G	1389	1375	1405	1412	1793
P.G	61	63	84	128	124
Total	1450	1438	1489	1540	1917

Growth in Total Student Strength

	2009-10	2013-14	2014-15
Total Student Strength	3016	3939	4223

With a healthy demand ratio of 1.75.

Growth in Academic Achievements in terms of Merit Positions in University Exams (2013-14)

Years	Merit Positions	1 ST Positions	2 nd Positions	3 rd Positions
2013-14	105	7	9	8
2014-15	126	13	8	8

Add-on Diploma Courses

The Add-on Diploma Courses were started in the 2012-13 session. A number of students have taken admission in these courses and are getting benefited in terms of enhanced skills and better placements.

PLACEMENT

It is no mean achievement that as around 600 of our students got placed through campus placement during the last 5 years including 124 placements in the year 2014-15 alone despite it being a period when jobs have been rather hard to get at the macro level.

Year	No. of Students Placed
2013-14	102
2014-15	124

Problems Encountered and Resources Required

(I) Problems Encountered

- One constraint is that the college is under obligation to follow the curriculum approved by the affiliating university without there being any element of discretion.
- The college, in order to meet the institutional social responsibility, has to keep the fee charged for self finance courses under check. Consequently it has to check the expenses as well.

(II) Resources Required

- Additional building with more rooms and labs required for introducing new skill-oriented courses
- More funding from the UGC
- Reasonable hike in fee in concurrence with the university as per the need of the hour.

(B)

• Title of the Practice

All-out efforts for the holistic development of students

• Goal

The college strongly believes in the all round development of its students. So, along with the curriculum, there are a large number of areas where students are encouraged and trained to help them develop a fuller personality. The college provides them opportunities to get exposure at state, national, international and at various other levels in order to realize their potential.

• The Context

Class room education alone falls short of being adequate when it comes to the all round development of an individual. The industry and the society expect students passing out of college to be knowledgeable, skilled as well as socially responsible citizens. They should have the ability as well as the confidence to shoulder diverse responsibilities in society. It requires a lot of extra effort to produce such multi-talented and multi-dimensional individuals. The college goes all out to create and offer platforms and opportunities for its students geared towards this end.

• The Practice

The college takes up many activities aimed at the holistic development of our students. The major areas are as given below.

Extra Mural Activities (EMA) and Sports
EMA

The EMA Cell scouts around for and trains talented students for various types of cultural activities. For this purpose it provides competitive platforms at various levels. Our EMA students have earned name and fame at zonal, inter-zonal, university, state, national as well as international level. The college sends its students to other competitions also where they have repeatedly proved their mettle.

The EMA students not only participated in the Folk Fest organized by M.D. University, Rohtak, but also won as many as 8 prizes along with a cash prize of Rs. 18,000/-

The EMA students also participated in the Open Youth Festivals at District, State & National Level and the College Play bagged the third prize including a cash prize of Rs. 48,000/- given by the Haryana Government and that of Rs. 12,000/- given by the Government of India at the National Fest held at Guwahati.

Our College team of EMA students and officials visited Mauritius for presenting their National winner Hindi One Act Play.

Sports

A number of sports activities are organized in the college. Students are selected and teams are formed. The college sports teams participate in various sports events and follow the university sports calendar. They also compete in other competitions outside the ambit of the university.

The Sports Department organized a University Championship Event in Archery during the year.

No. of students participated in Sports, Games and other events

State/ University level	94	National level	10	International level	---
-------------------------	----	----------------	----	---------------------	-----

No. of students participated in cultural events

State/ University level	71	National level	12	International level	09
-------------------------	----	----------------	----	---------------------	----

No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level	15	National level	---	International level	---
----------------------------------	----	----------------	-----	---------------------	-----

Cultural: State/ University level	45	National level	12	International level	09
-----------------------------------	----	----------------	----	---------------------	----

A Number of EMA and Sports students also one cash awards at various levels

National Cadet Corps (NCC) (Separate Units for Boys and Girls)

The college runs separate NCC Units in the college for boys and girls. The college NCC cadets take part in a number of important activities and camps. Our cadets have brought laurels to the college in various competitions held across the country. Earlier, our NCC cadets have also got exposure at the international level, thanks to the fine guidance of the college NCC Program Officers as well as their own dedication and hard work.

No. of students participated in NCC events:

University level	---	State level	---
National level	15	International level	00

No. of Awards won in NCC:

University level	00	State level	01
National level	03	International level	00

No. of Extension activities organized by NCC

12

National Service Scheme (NSS)

The NSS volunteers of the college have learnt to extend their selfless service for the good of society. They organize annual camps where they serve the adopted slum colony, white wash govt. school buildings of the area, clean & sweep the neighborhood, distribute blankets and stationery to poor families and teach the children there. They also donate blood and take an active part in the campaign of administering polio drops.

Two Blood Donation Camps were organized in the college where a total of 250 units of blood were donated.

The College Centre for the Education of Deprived Children continued its good work during the year. Also during the course of the NSS Camp for Girls, the volunteers visited a Gaushala, an Old Age Home and a School for the Visually Challenged and rendered service therein. Similarly during the 7 day NSS Camp for Boys, the volunteers did a lot of good work in an adjoining unauthorized colony, Rahul Colony, adopted by them.

No. of students Participated in NSS events:

University level	---	State level	---
National level	05	International level	---

No. of Awards won in NSS:

University level	02	State level	---
National level	---	International level	---

No. of Extension activities organized by NSS

38

Legal Literacy Cell

This Cell trains selected students and sends them to take part in competitions outside the college related to Debates, Speeches, Symposia, Group Discussions and Fine Arts etc. The students trained by the Cell have won many a prize for the college in district, division and state level competitions over the years.

The Legal Literacy Cell very actively participated in the Legal Literacy events organized at the District, Inter District, Division and State Level and our students won a string of prizes therein.

Others

- The college works in coordination with the NGO, The Roshni Educational Society, to teach 60 odd underprivileged children up to Class V on the college campus. Around 15 of those children have been admitted to a regular CBSE affiliated school for further education. The oldest among them, a girl, is studying in Class IX at the moment.
- Moreover, lots of spiritual activities like daily Havan Yajnas, weekly discourses on the Gita, periodic courses on the Art of Living at the behest of the Art of Living Foundation, Gurbani Kirtan sessions etc. are organized on the campus for the spiritual evolution of the students and the faculty.